

**REQUEST TO BE PLACED ON
TOWN COUNCIL AGENDA**

Note: Regular Town Council meetings are held the 2nd Tuesday of each month at 7:00 p.m. This request form, together with any attachments or related material that would help the Council to better consider your request, should be submitted to the Town Clerk's office no later than 5:00 p.m. on _____. Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

Name of Individual, Organization or Group making presentation or request:

Name of Individual making presentation or request, if different from above:

Email address (optional): _____

Address: _____

Daytime Phone _____ **Home ph.** _____ **Fax** _____

Requested meeting date for Agenda Item: _____.

(✓ one) Request Council Action; _____ or Presentation Only; _____ no action required.

Subject Matter you wish to address: _____

Council Action Requested, if any: _____

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105 PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE TOWN CLERK'S OFFICE AT 684-3811 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.